

	Basics of Management	50,000,000	starts April 3
8	Helena 6-day series for non-managers	\$425	
	Mentoring: The View from Both Sides Helena 8:30 a.m. – noon	\$87	April 3
	Excellent Assistant Series		starts April 5
	Bozeman 7 half days for support staff	\$320	otarto Aprili o
	Customer Service in the Public Sector		April 5
	Helena 8:30 a.m. – noon	\$87	
	State Ethics Law		April 6
	Bozeman 9 a.m. – noon	\$77	
	Managing Competencies Helena 8:30 a.m. – 4:30 p.m.		April 12
	Helena 8:30 a.m. – 4:30 p.m.	☆ \$115	
	Competency-Based Performance Manag	April 17	
	Helena 8:30 a.m 4:30 p.m.	☆ \$115	
	Investigating Personnel Issues Helena 8:30 a.m. – 4:30 p.m.		April 19
	Helena 8:30 a.m 4:30 p.m.	\$115	
	Managing Multiple Priorities Missoula 8:30 a.m. – noon		April 25
	Mīšsoula '8:30 a.m. – noon	\$87	
	Increasing Human Effectiveness Glasgow 8:30 a.m. – 4:30 p.m. each day		April 25 & 26
	Glasgow 8:30 a.m. – 4:30 p.m. each day	\$215	•
	Competency-Based Interviewing Helena 8:30 a.m. – 4:30 p.m.		April 26
	Helena 8:30 a.m 4:30 p.m.	☆ \$115	1

Managing Your Time Great Falls 8:30 a.m. – noon	2000	May 1
Great Falls 8:30 a.m. – noon	\$87	
Contemporary Writing Skills Helena 1 - 4:30 (2nd); 8:30 - noon (3rd)	\$115	May 2 & 3
Generations at Work		May 3
Helena 8:30 a.m. – noon	\$87	
Meeting-ful Minutes	***	May 8
Helena 8:30 a.m. – noon	\$87.	
Building Communication: Effective Com	munication	May 8
Helena 8:30 a.m. – noon	* \$87	May 9
Building Communication: On Being Ass Helena 1 p.m. – 4:30 p.m.	34 007	May 8
Negotiation Skills	1 001	May 9 - 10 - 11
Helena 8:30 – 4:30 (9th & 10th) 8:30 – noon (1:	(th) \$208	May 3 - 10 - 11
Negotiation Skills Helena 8:30 – 4:30 (9th & 10th), 8:30 – noon (1) Building Communication: Win-Win Com Helena 1 p.m. – 4:30 p.m.	munication	May 15
Helena 1 p.m 4:30 p.m.	* \$87	
Building Communication: Working with	Difficult Peopl	e May 16
Helena 8:30 a.m. – 2 p.m.	₹ 594	
Developing and Managing A Budget Helena 8:30 a.m 4:30 p.m.	4174	May 16
Helena 8:30 a.m 4:30 p.m.	\$115	11 47
Exploring Emotional Intelligence Helena 8:30 a.m. – 4:30 p.m.	\$115	May 17
Managing Conflict	\$115	May 17
Managing Conflict Helena 8:30 a.m. – 4:30 p.m.	\$115	May 17
Ruilding Communication: Male-Female (	Communication	n May 22
Building Communication: Male-Female ( Helena 8:30 a.m. – noon	* \$87	ii way 22
<b>Building Communication: Coping with th</b>	ne Angry Publi	c May 22
Helena 1 p.m. – 4:30 p.m.	* \$87	,
Essentials of Management		starts May 23
Billings 8-day series for managers	\$550	,
Exploring Emotional Intelligence Billings 8:30 a.m 4:30 p.m.		May 24
Billings 8:30 a.m. – 4:30 p.m.	\$115	
Electronic Etiquette: E-mail & Voicemail Helena 8:30 a.m. – noon	207	May 31
Helena 8:30 a.m. – noon	\$87	5620 To 100 To 1
Pri	nciples of Upr	er Management

☆ Take these three Competency workshops as a series for \$230 - save 33% -

\* Take the Building Communication Skills series for \$370 - save 30% -

The Spring Schedule for our Management Development Programs ...

- · Basics of Management
- · Essentials of Management (Billings)
- · Principles of Upper Management

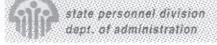
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To register, Telephone Presence pdc01@mt.gov

For details on courses, visit http://pdc.mt.gov

professional development center



starts June 5 rinciples of Upper Management
Helena 6-day series for managers \$425 June 5 444-3985 or Pre-Retirement Planning Great Falls 8:30 a.m. - 4:30 p.m. each day \$87 June 6 & 7 \$115 (employees with PERS) June 8 **Documenting Disciplinary Action** Billings \$87 Meeting-ful Minutes Miles City 8:30 a June 12 \$87 8:30 a.m. - noon Remote Management

Helena
8:30 a.m. – 4:30 p.m.

All Kidding Aside: Preventing Harassment June 12 \$115 June 13 \$87 8:30 a.m. - noon Helena A Delicate Balance: Privacy and the Right to Know Helena 8:30 a.m. – 4:30 p.m. \$115 June 14 Righting Your Writing Helena 10 a.m. – noon each day June 15, 22, 29 \$125 Media Relations
8:30 a.m. - 4:30 p.m. June 19 \$115 **Effective Presentations** June 20, 21, 22 8:30 - 4:30 (20th & 21st), 8:30 - noon (22nd) \$208 Helena Teambuilding June 26 8:30 a.m. - 4:30 p.m. \$115